

**TENNESSEE DEPARTMENT OF FINANCE AND ADMINISTRATION**  
**Regional Wellness Coordinator/Benefits Administration**

SALARY RANGE: \$3,075 - \$5,534

The Division of Benefits Administration (BA) within the Department of Finance and Administration is responsible for the day-to-day management of the State Group Insurance Program. BA staff administers multiple insurance plans for employees, retirees and dependents of three separate groups -- state agencies and higher education institutions, local education agencies and local governments -- that cover nearly 300,000 individuals.

The Regional Wellness Coordinator will be responsible for supporting the Working for a Healthier Tennessee initiative. The position interacts directly with Regional Site Champions forming partnerships to leverage resources and build a sustainable culture of health and wellness in the workplace. The position will function as a consulting member of the State's Wellness Team in strategic planning and serve as a wellness expert on projects incorporating the three focus areas: Physical Activity, Healthy Eating and Tobacco Cessation.

**Primary Responsibilities**

- Regional and some statewide travel up to 30-50% of the time, including some overnight travel.
- Supervise the development and set-up of wellness challenges and activities; prepare and develop presentation content and materials; site selection; develop appropriate marketing strategies; and data collection.
- Attend and complete the CDC's Diabetes Prevention Program Training.
- Implement and deliver the Diabetes Prevention Program, including organizing classes and communicating with the Health and Wellness Center staff and potential program candidates
- Continually evaluate and enhance program delivery channels through Site champions.
- Responsible for the planning and delivery of regional wellness site champion trainings/meetings.
- Participate as a team member of the State's Wellness Team in strategic planning and serve as a wellness expert on projects incorporating the three focus areas; Physical Activity, Healthy Eating and Tobacco Cessation.
- Develop additional content for the "wellness toolkit" using demonstrated best practices.
- Independently develop and deliver health awareness, educational campaigns and behavioral change programs through classroom instruction, small group facilitation, one-on-one site champion coaching, group presentations, written materials and electronic media.
- Collect and analyze appropriate program data and ensure timely and accurate reporting of program status to supervisor. Make recommendations to management for program improvements.

**Customers**

- Evaluates customer satisfaction and uses it for improvements in products and services

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- Acts with customers in mind; establishes and maintains effective relationships with customers
- Represent Benefits Administration in a positive manner by maintaining a service oriented attitude

**Formal Education & Experience**

**Education:** An undergraduate degree in health promotion or related field required. A Master's degree is highly desirable.

**Experience:** A minimum of two to three years of experience in the delivery and coordination of health and wellness promotion or worksite wellness.

- Strong understanding of health behavior change theory, health promotion and disease prevention
- Knowledge of wellness and population management best practices
- Demonstrated skill in program development, implementation, marketing and promotion
- Strong interpersonal communication/presentation skills, leadership skills (verbal and written) and customer service skills including the ability to motivate others.
- Ability to effectively organize and prioritize work demands.
- Ability to work effectively both independently and as part of a team with enthusiasm, initiative, originality, creativity and attention to detail.
- Ability to effectively and simultaneously manage multiple wellness campaigns/initiatives.
- Computer proficiency in Microsoft Office programs including at minimum Word, Excel, Outlook, and PowerPoint.

**Knowledge, Skills, Abilities, Competencies**

Must show strong, proven, independent capabilities and the ability to coach and lead others in the following competencies:

- Integrity and Trust
- Problem solving and decision making using analytical and technical skills
- Customer Relationships (Focus)
- Action Oriented
- Time Management
- Functional/Technical Skills
- Organizational Agility
- Creativity
- Presentation Skills
- Peer Relationships
- Building Effective Teams
- Motivating Others
- Self Development

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Additional Knowledge, Skills, Abilities

- Administration and Management
- Interpersonal Savvy
- Law and Government
- Critical Thinking
- Active Listening
- Speaking
- Writing
- Persuasion
- Inductive Reasoning
- Written Expression and Comprehension

If you are interested in applying please submit your resume to James Joralemon at [James.Joralemon@tn.gov](mailto:James.Joralemon@tn.gov) by March 31, 2016.

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